



Reichel Foods, Inc. Employee Warning Notice

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Employee Information

Date: 02/20/13
Employee Name: Nick Nelson
Job Title: RAW product Room
Manager/Supervisor:

Type of Warning

Verbal Warning []
Written Warning [X]
Final Warning [X]

Type of Offense

Tardiness/Leaving Early []
Absenteeism []
Violation of Company Policies [X]
Substandard Work []
Violation of Safety Rules [X]
Rudeness to Customers/Coworkers []
Other []

Details

Description of Incident (Describe incident and list the date, time, and any witnesses present)
Nick climbed up on to a tub table frame to fix the hoses above.

Plan for Improvement:
Nick needs to not do that, or any other GMP violations & should ask a lead or supervisor to fix any issues

Consequences of Further Infractions:
Termination

Acknowledgement of Receipt of Warning

By signing this form, you confirm that you understand the information in this warning. You also confirm that you and your manager/supervisor have discussed the warning and a plan for improvement. Signing this form does not necessarily indicate that you agree with this warning.

Employee Signature [Signature]
Manager/Supervisor [Signature]

Date: 02/20/13
Date: 02/20/13

Witness Signature (if employee understands warning but refuses to sign)

Date